

## Intra-District Transfer Letter to Parent/Guardians

December 3, 2018



Dear Parent/Guardian,

If you are interested in enrolling your child in a District school that is outside of your attendance area, we would like to share the following information with you for the **2019-2020** school year. Our District has several schools that are very close to being at capacity in certain grade levels, so for the best opportunity please get your application in during the Preference Window.

### **Preference Window: January 2 - February 1, 2019**

- Applications must be received between January 2 and February 1, 2019.
- We will not be accepting applications prior to January 2, or after 4pm on February 1, 2019.
- These applications will be considered prior to those submitted in the Additional Window and those received through the Open Enrollment Process (requests from outside the GBAPS District).
- Notification of acceptance, denial or waitlist placement will be made by U.S. Mail by the end of April, 2019.

### **Additional Window: February 4 - April 30, 2019**

- Applications submitted during this window will be considered at the same time as applications that are submitted through Open Enrollment (requests from outside the GBAPS District).
- Applications must be received between February 4 and April 30, 2019.
- We will not be accepting applications after 4:00 p.m. on April 30, 2019.
- Notification of acceptance or denial will be made by U.S. Mail by the end of June, 2019.

### **Additional Information for both Windows:**

- Parents / Guardians are responsible for transportation for students on Intra-District Transfer.
- Intra-District Transfers can be revoked or denied for truancy and/or failure to follow behavioral policies.
- We do not maintain waitlists after our final decisions in June.

Application forms are available on-line at [www.gbaps.org](http://www.gbaps.org) (by clicking on the Parents tab and then selecting "Forms") or can be picked up at any school within the GBAPS District or the District Office Building.

**Completed** applications should be submitted to:  
Green Bay Area Public School District  
Central Registration, Room 116  
200 South Broadway Street  
Green Bay, WI 54303

Questions can be directed to Gena Kujava at (920) 272-7069 or by email to [gmkujava@gbaps.org](mailto:gmkujava@gbaps.org).